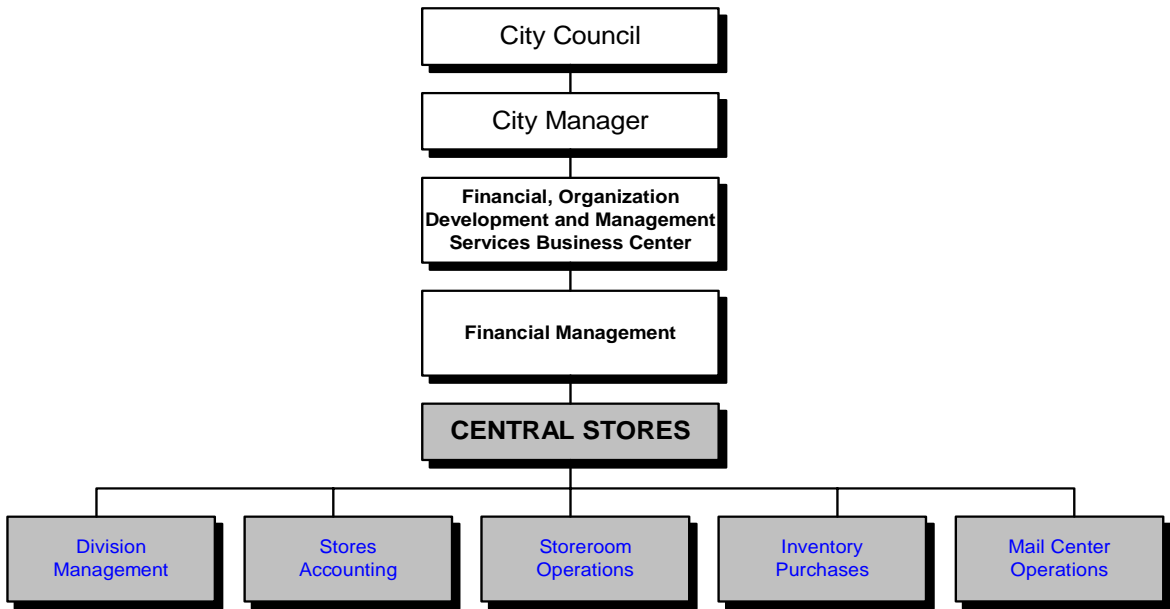


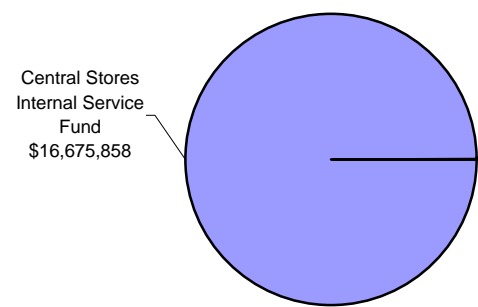
mission statement

Meet the needs of customer departments by purchasing and maintaining adequate inventories of required supplies and materials, including office supplies; provide delivery service among storerooms and City departments; conduct public auctions and bid sales to dispose of City-owned surplus property and scrap materials; provide accounts payable and contract administration services on Citywide open purchase orders; and provide Citywide Mail Center services.

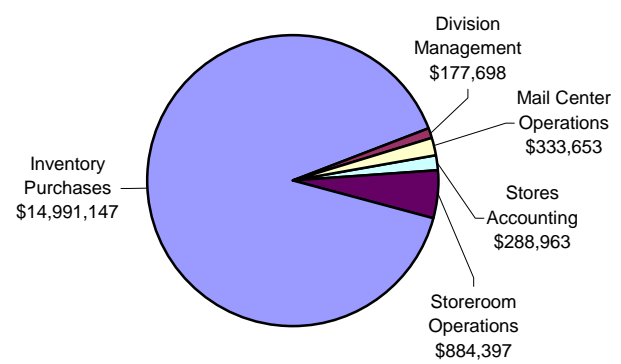
web address: <http://www.ci.san-diego.ca.us/>



source of funding



allocation of funding



# Financial Management

## Central Stores

central stores division summary			
	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Positions	26.76	27.28	27.28
Personnel Expense	\$ 1,174,426	\$ 1,167,148	\$ 1,243,807
Non-Personnel Expense	18,513,320	13,961,062	15,432,051
<b>TOTAL</b>	<b>\$ 19,687,746</b>	<b>\$ 15,128,210</b>	<b>\$ 16,675,858</b>



In Fiscal Year 2000 the Surplus City Property Program developed a Surplus Property Web page for advertising City public auction sales and miscellaneous surplus property sealed bid sales. The Web page can be found at <http://www.ci.san-diego.ca.us/public-auction/>.

### division staffing

#### CENTRAL STORES INTERNAL SERVICE FUND

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Division Management	0.26	0.78	0.78
Stores Accounting	5.00	5.00	5.00
Storeroom Operations	14.50	14.50	14.50
Mail Center Operations	7.00	7.00	7.00
<b>TOTAL</b>	<b>26.76</b>	<b>27.28</b>	<b>27.28</b>

### division expenditures

#### CENTRAL STORES INTERNAL SERVICE FUND

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Division Management	\$ 189,633	\$ 213,183	\$ 177,698
Stores Accounting	592,186	274,933	288,963
Storeroom Operations	833,639	832,080	884,397
Inventory Purchases	17,726,298	13,485,907	14,991,147
Mail Center Operations	345,990	322,107	333,653
<b>TOTAL</b>	<b>\$ 19,687,746</b>	<b>\$ 15,128,210</b>	<b>\$ 16,675,858</b>

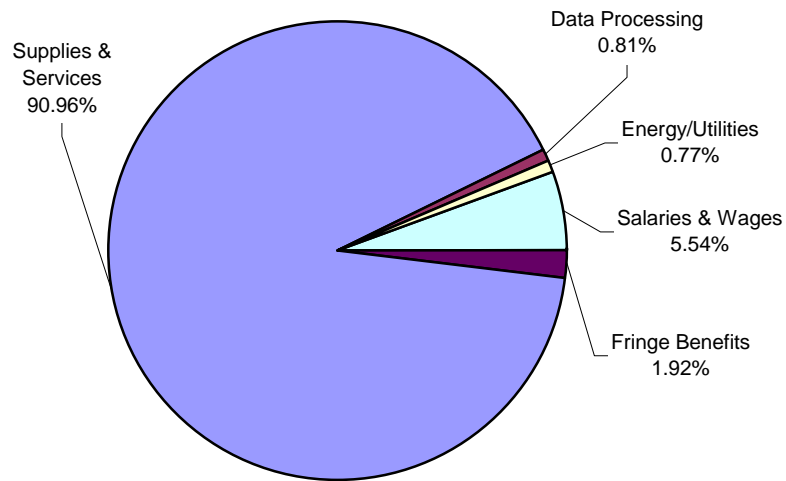
# Financial Management

Central Stores Internal Service Fund - 50010

## expenditures by category

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
<b>PERSONNEL</b>			
Salaries & Wages	\$ 888,804	\$ 862,811	\$ 923,282
Fringe Benefits	285,622	304,337	320,525
<b>SUBTOTAL PERSONNEL</b>	<b>\$ 1,174,426</b>	<b>\$ 1,167,148</b>	<b>\$ 1,243,807</b>
<b>NON-PERSONNEL</b>			
Supplies & Services	\$ 18,259,159	\$ 13,704,933	\$ 15,168,944
Data Processing	124,277	132,339	135,598
Energy/Utilities	113,722	123,790	127,509
Equipment Outlay	16,162	-	-
<b>SUBTOTAL NON-PERSONNEL</b>	<b>\$ 18,513,320</b>	<b>\$ 13,961,062</b>	<b>\$ 15,432,051</b>
<b>TOTAL</b>	<b>\$ 19,687,746</b>	<b>\$ 15,128,210</b>	<b>\$ 16,675,858</b>

**FY 2001**



# Financial Management

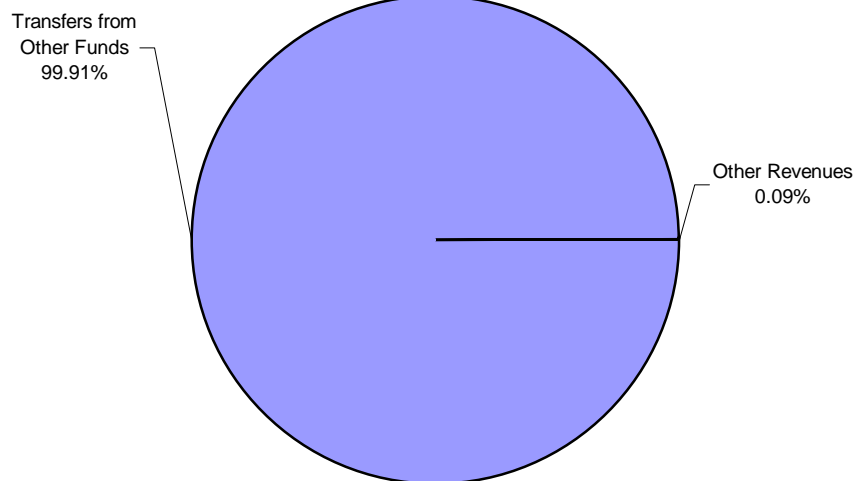
Central Stores Internal Service Fund - 50010

## revenue generated by category

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Fines, Forfeitures & Penalties	2	-	-
Revenue from Money & Property	983	-	-
Other Revenues	24,390	15,000	15,000
Transfers from Other Funds	\$ 19,963,341	\$ 15,113,257	\$ 16,696,500
<b>TOTAL</b>	<b>\$ 19,988,716</b>	<b>\$ 15,128,257</b>	<b>\$ 16,711,500</b>



The Mail Center Operations Program reduced overall U.S. Postal Service mailing expenses for City Departments by 15% through the use of a Presort and Barcode contract, Address Management software and a Bulk Rate Mailing permit.





In Fiscal Year 2000 Central Stores in conjunction with Fire and Life Safety Services, Police and Transportation/Equipment reviewed, tested and began implementation of an updated version of the integrated business management system.

## significant budget adjustments

	POSITIONS	COST
Personnel expense adjustments <sup>(1)</sup>	0.00	\$77,000
Inventory purchases	0.00	\$1,514,000
Utility rate and usage adjustments	0.00	\$2,000
Rent	0.00	\$1,000
Automated support for department and Citywide information systems	0.00	(\$43,000)
Motive equipment assignment and usage charges	0.00	(\$3,000)

<sup>(1)</sup> Adjustments to reflect the annualization of the Fiscal Year 2000 salary increases, Fiscal Year 2001 negotiated salary increases, average salaries and fringe benefits.

## Did you know ...?

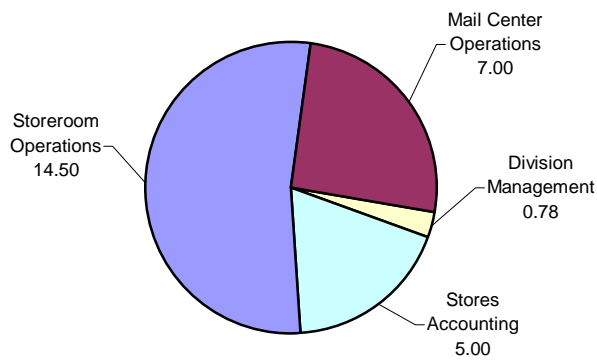
The Stores Operations Activity fulfilled 196,488 requests for basic materials and supplies necessary for City employees to do their jobs.

# Financial Management

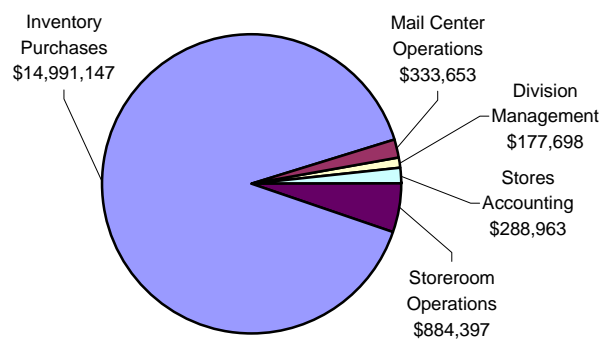
## Central Stores

### division allocation

allocation of positions



allocation of funding



### performance measures

#### stores accounting

#### Surplus Property Sales

To conduct public auctions and bid sales to dispose of City surplus property annually maximizing City revenue or to identify City departments for redistribution of surplus property.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
<b>Input</b>				
	\$30,360	\$30,847	\$48,026	\$47,799
<b>Output</b>				
# of items of surplus City property sold or redistributed	4,336	3,379	5,000	3,600
<b>Internal Outcome</b>				
% of items sold	99.8%	99.8%	95%	98%
<b>External Outcome</b>				
Average revenue per item sold	\$155	\$485	\$190	\$416
<b>Efficiency</b>				
Average cost per items sold or redistributed	\$7.00	\$9.13	\$9.61	\$13.28

## performance measures

### storeroom operations

#### Storeroom Operations

To provide essential materials and supplies to City departments and have 97.5% or better of stocked items available at all times for the 310,000 annual inventory transactions.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
<b>Input</b>				
	\$713,523	\$701,975	\$694,031	\$735,963
<b>Output</b>				
# of inventory transactions completed	228,913	257,878	260,000	310,000
<b>Internal Outcome</b>				
% of requested items in stock	97%	95.8%	97.5%	97.5%
<b>External Outcome</b>				
% of customers satisfied with storeroom service	97%	95.8%	97.5%	97.5%
<b>Efficiency</b>				
Average cost per inventory transaction	\$3.12	\$2.72	\$2.67	\$2.37

### inventory purchases

#### Inventory Purchases

To maintain storeroom inventory turnover ratio of 3.5:1 for an inventory of 6,650 unique stock items.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
<b>Input</b>				
	\$14,636,662	\$17,731,069	\$13,485,907	\$14,991,147
<b>Output</b>				
# of unique items	7,800	6,232	6,500	6,650
<b>Internal Outcome</b>				
% of inventory turnover ratio objective achieved	89%	100%	100%	100%
<b>External Outcome</b>				
% of customers satisfied with storeroom service	97%	95.8%	97.5%	97.5%
<b>Efficiency</b>				
Average cost per unique item	\$1,876	\$2,845	\$2,075	\$2,254

# Financial Management

Central Stores

## performance measures

### mail center operations

#### Interoffice Mail Services

To process and deliver approximately 1,600,000 pieces of interoffice mail within 24 hours of receipt by providing approximately 198 daily mail deliveries to City mail stations.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
<b>Input</b>				
	\$192,489	\$208,950	\$234,185	\$242,005
<b>Output</b>				
# of mail stations serviced	185	190	193	198
<b>Internal Outcome</b>				
# of pieces of interoffice mail delivered	1,598,977	1,617,411	1,600,000	1,600,000
<b>External Outcome</b>				
% of all City interoffice mail delivered within 24 hours of receipt	100%	100%	97.5%	100%
<b>Efficiency</b>				
Average annual cost per mail station serviced	\$1,040	\$1,100	\$1,213	\$1,222

### Did you know ...?

Central Stores conducted 4 public auctions and 11 sealed bid sales of miscellaneous surplus property realizing approximately \$1.6 million in revenue for the City of San Diego.

## description and salary schedule

division  
management

This section manages all storeroom operations, stores accounting and inventory control, Citywide Open Purchase Order administration, City surplus property redistribution and sales and Citywide mail services. Central Stores operates as an internal service fund and recovers its operating costs by selling inventory to customer departments.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES	
		FY 2000	FY 2001	CLASS	TOTAL
1876	Executive Secretary	0.09	0.09	\$ 43,585	\$ 3,922
2130	Financial Management Director	0.10	0.10	115,048	11,505
2153	Deputy City Manager	0.09	0.09	135,386	12,185
2214	Deputy Director	0.50	0.50	87,784	43,892
	<b>TOTAL</b>	<b>0.78</b>	<b>0.78</b>	<b>\$</b>	<b>71,504</b>

## stores accounting

This section provides inventory control for all storerooms; payroll services for the Print Shop and Central Stores Division; surplus City property sales and redistribution for all City departments; and contract administration and accounts payable for the Citywide Open Purchase Order Program.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES	
		FY 2000	FY 2001	CLASS	TOTAL
1104	Account Clerk	2.00	2.00	\$ 31,128	\$ 62,255
1237	Payroll Specialist I	1.00	1.00	31,217	31,217
1533	Stores Operations Supervisor	1.00	1.00	45,375	45,375
1535	Clerical Assistant II	1.00	1.00	29,696	29,696
	Overtime Budgeted				3,898
	<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>\$</b>	<b>172,441</b>

# Financial Management

## Central Stores

### description and salary schedule

#### storeroom operations

This section receives and distributes the required materials and supplies needed for the daily operations of City departments. It also provides Citywide delivery service for office supplies, copier paper and City forms.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES	
		FY 2000	FY 2001	CLASS	TOTAL
1236	Auto Messenger	1.00	1.00	\$ 25,626	\$ 25,626
1282	Procurement Specialist	1.00	1.00	49,034	49,034
1535	Clerical Assistant II	1.00	1.00	29,696	29,696
1899	Stock Clerk	6.50	6.50	30,350	197,275
1901	Storekeeper III	1.00	1.00	39,444	39,444
1902	Storekeeper I	4.00	4.00	34,028	136,112
	Overtime Budgeted				10,692
	<b>TOTAL</b>	<b>14.50</b>	<b>14.50</b>	<b>\$</b>	<b>487,879</b>

#### inventory purchases

This section sets aside the funding for Central Stores annual purchases of inventory, which includes materials and supplies, postage and various open purchase orders that are supplied to all City departments. (No personnel expenses are budgeted in this activity group.)

#### mail center operations

This section provides the daily collection, sorting and delivery of City interoffice mail for 198 mail stations and provides the daily collection, sorting, metering and delivery of U.S. Postal Service mail.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES	
		FY 2000	FY 2001	CLASS	TOTAL
1236	Auto Messenger	6.00	6.00	\$ 25,626	\$ 153,756
1879	Senior Clerk/Typist	1.00	1.00	36,878	36,878
	Overtime Budgeted				824
	<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>\$</b>	<b>191,458</b>

# Financial Management

## Central Stores Internal Service Fund

### revenue and expense statement

<b>CENTRAL STORES INTERNAL SERVICE FUND 50010</b>	<b>FY 1999 ACTUAL</b>	<b>FY 2000 ESTIMATED</b>	<b>FY 2001 PROPOSED</b>
<b>BEGINNING BALANCE AND RESERVE</b>			
Total Balance from Prior Year	\$ 306,962 <sup>(1)</sup>	\$ 607,932	\$ 685,303
<b>REVENUE</b>			
Reimbursed Material	\$ 18,085,745	\$ 17,000,000	\$ 15,100,000
Surcharge Revenue	1,537,227	1,419,500	1,275,000
Surplus Property Sales	19,594	15,000	15,000
Surplus Property Surcharge	85,492	62,000	58,000
Interoffice Mail Delivery	195,355	204,366	238,500
Central Stores Administrative Services	59,522	50,000	25,000
Fund Transfer	5,781		-
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 19,988,716</b>	<b>\$ 18,750,866</b>	<b>\$ 16,711,500</b>
<b>TOTAL BALANCE AND REVENUE</b>	<b>\$ 20,295,678</b>	<b>\$ 19,358,798</b>	<b>\$ 17,396,803</b>
<b>EXPENSE</b>			
<b>OPERATING EXPENSE</b>			
Personnel Expense	\$ 1,174,426	\$ 1,174,867	\$ 1,243,807
Non-Personnel Expense	782,251	498,628	440,904
Inventory Purchases	17,731,069	17,000,000	14,991,147
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 19,687,746</b>	<b>\$ 18,673,495</b>	<b>\$ 16,675,858</b>
<b>RESERVE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BALANCE</b>	<b>\$ 607,932</b>	<b>\$ 685,303</b>	<b>\$ 720,945</b>
<b>TOTAL EXPENSE, RESERVE, AND BALANCE</b>	<b>\$ 20,295,678</b>	<b>\$ 19,358,798</b>	<b>\$ 17,396,803</b>

<sup>(1)</sup> Corrected Figure

# Financial Management

Central Stores Internal Service Fund - 50010

## five-year revenue and expenditure forecast

	<b>FY 2001 PROPOSED</b>	FY 2002 FORECAST	FY 2003 FORECAST	FY 2004 FORECAST	FY 2005 FORECAST
Positions	<b>27.28</b>	27.28	27.28	27.28	27.28
Personnel Expense	<b>\$ 1,243,807</b>	\$ 1,281,121	\$ 1,319,555	\$ 1,359,142	\$ 1,399,916
Non-Personnel Expense	<b>15,432,051</b>	15,895,013	16,371,863	16,863,019	17,368,909
TOTAL EXPENDITURES	<b>\$ 16,675,858</b>	\$ 17,176,134	\$ 17,691,418	\$ 18,222,161	\$ 18,768,825
TOTAL REVENUE	<b>\$ 16,711,500</b>	\$ 17,212,845	\$ 17,729,230	\$ 18,261,107	\$ 18,808,940

A 3% inflation rate has been applied to the Fiscal Year 2002 – Fiscal Year 2005 expenses and revenue.

### Fiscal Year 2002 – Fiscal Year 2005

No major projected requirements.